



### WEATHERIZATION ASSISTANCE PROGRAM PY 2023-2024

**Application Required Document Checklist:**

- HCEOC Weatherization Application
- Most Recent Hawaiian Electric Company, Inc. Bill (All pages)
- Release and consent for Billing Information for Hawaiian Electric Company, Inc.
- Release and consent for Landlord/Homeowner Authorization
- Current Rental Lease Contract or Current Mortgage Statement
- Valid Photo Identification for all adults 18 years or older
- Proof of Income for all adults 18 years or older in the household.

**Provide documentation for all that apply**

- Option 1: (30) days most recent Pay Stubs (Consecutive pay periods)
- Option 2: Copy of unemployment determination letter and two most recent unemployment stubs
- Option 3: Copy of the welfare determination letter for TANF
- Option 4: Copy of SSI determination letter
- Option 5: Copy of Social Security allotment letter
- Option 6: Most recent twelve months of business bank statements if SELF-EMPLOYED

Or

- Option 6: Previous year federal income tax return (All pages)
- Option 7: Previous Business Year's Federal income tax returns (All pages)
- If NO Income, please complete Income Attestation for all adults 18 years or older

All Missing Documents need to be submitted within 7 Business Days of notice. Documents Due By: \_\_\_\_\_

INTERNAL USE ONLY

Applicant First Name: \_\_\_\_\_ Applicant Last Name: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Document Received By: \_\_\_\_\_

All Required Documentation received and ready to process

- Yes
- No

Missing Documents

- Missing Document Notice Sent Date: \_\_\_\_\_ Time: \_\_\_\_\_
  - Sent Via Email
  - Sent Via Postal Mail
  - In-Person